

# ISA RECIPROCAL MEMBERSHIP

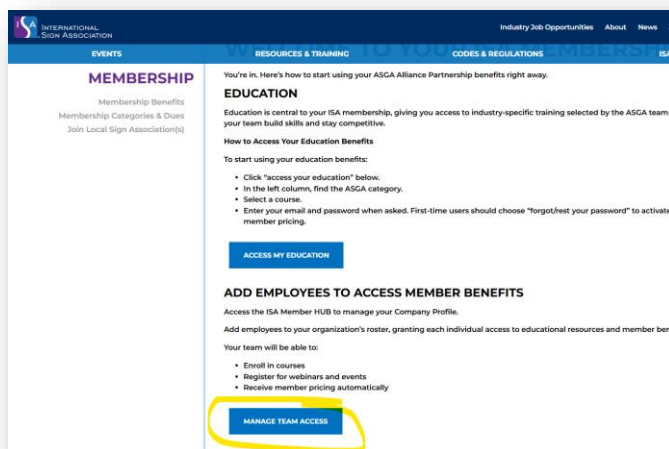
## ADD YOUR STAFF TO THE ISA PORTAL

If you would like members of your staff to be able to complete the ISA Courses, you will need to add them to your account.

Here's how:

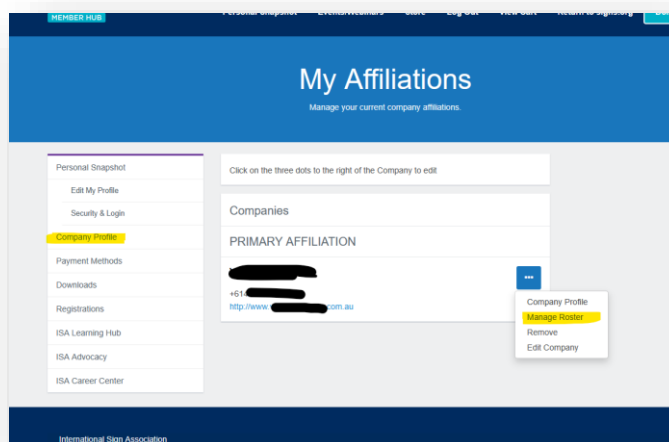
### STEP 1: LOG IN

- Log in to the ISA portal and [follow this link to go to the ASGA landing page](#)
- Select 'Manage Team Access' (see diagram to the right)



### STEP 2: ACCESS STAFF (ROSTER) SECTION

- Click on **Company Profile**
- Look for the meatballs (three dots) and select **Manage Roster**



## SPREAD THE BENEFITS!

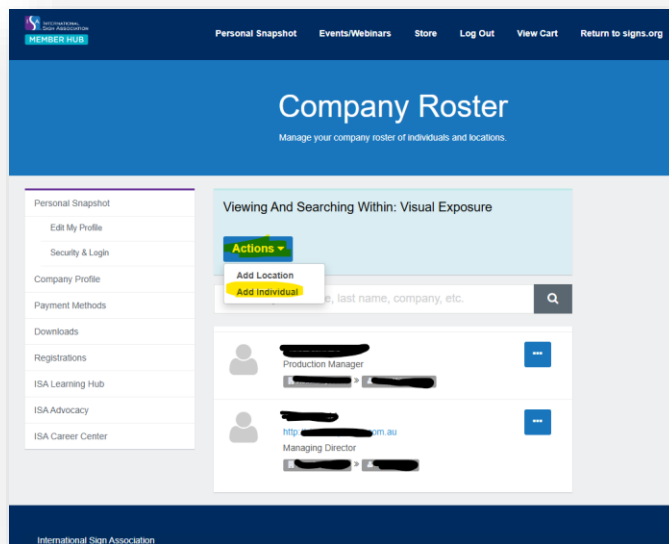
Add members of your team to your ISA Membership, so everyone can benefit!

CONT...

## ADD YOUR STAFF TO THE PORTAL cont...

### STEP 3: ADD A STAFF MEMBER

- Press the **Actions** to view drop-down menu
- Select **Add Individual** from the menu



### STEP 4: CREATE NEW STAFF MEMBER LOGIN

- Select **Create a New Individual**
- **Fill in all the employee details** to create their account.
- Repeat the process to add other team members.

